

Task Code 011-012: PROCEDURES FOR REVIEW FOR COMPLETENESS/INITIAL STUDY

PURPOSE

To ensure that the Department has all of the information necessary to complete the initial study including any extended initial studies such as biological and archaeological reports. Additionally, to scope the project's environmental requirements in order to give the applicant the choice to continue with processing or to withdraw. The purpose of the Environmental Initial Study is to determine the appropriate CEQA document to be pursued (ND vs. EIR) and to document the rationale for the County's conclusions. CEQA Guidelines 15060.

OUTLINE OF PRIMARY STEPS

Completed by Project Manager

Task 011 – Completeness Check/Draft Initial Study

- Complete Initial Project review (Determine Appropriate Review Assignment)
- Screen for previous environmental review & CEQA exemption
- Handle studies that were submitted at initial intake
- Ensure specialist assignments were assigned
- Review Initial Research Packets – The initial research packet contains valuable planning and environmental information regarding the subject project. Staff must fully review the information in the Initial Research Packet.
- Review AEIS & Project Application
- Identify any special CEQA circumstances
- Conduct a field visit
- Determine if any extended initial studies (technical studies) are required
- Begin completing the Initial Study/Environmental Analysis Form and Ordinance Compliance Checklist. Complete the Scoping Letter CEQA determination and XIS request letter

Task 012 – Finalize Initial Study

- Conduct an Applicant Contact meeting
- Determine the appropriate CEQA document – Review for Substantial Evidence, Negative Declaration/Exemption, Environmental Impact Report
- Finalize Initial Study Documents
- Ensure that MSCP or HLP Findings have been completed
- Prepare the Distribution Spreadsheet and the 300 foot distribution list for the Public Notice Package
- Determine if additional fees are required
- Prepare request letter for needed information, concurrence, fees from project applicant
- Complete Management Review Prior to Requesting Public Review Documents. If applicable, schedule the project to be reviewed at the Director's Briefing or the Development Review Team (DRT) briefing